

**WORK SCHEDULE REQUEST**  
**DCS Form (#)**

I, [insert name] request a work schedule as follows, effective pay period beginning: mm/dd/yyyy.

☐ **\*Standard Work Schedule:** Five 7.5-hour days Monday through Friday of each week of a pay period with start and end hours of 8 a.m. to 4:30 p.m.

☐ **\*Adjusted Work Schedule:**  
Variable work hours with a minimum of 7.5 hours each day and having an approved fixed start and end time that equals 75 work hours within a pay period as indicated on the calendar below. I am requesting the following work hours under this schedule:

- ☐ to include adjusted 1/2 hour lunch  
☐ maintain 1 hour lunch period

**\*\*Week 1:**

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Schedule</u>					
<u>Hours</u>					

**\*\*Week 2:**

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Schedule</u>					
<u>Hours</u>					

I understand that an Adjusted Work Schedule is a privilege, not a right. Furthermore, I am aware that DCS reserves the right to immediately modify, deny, or revoke my Adjusted Work Schedule. I agree to the terms as stated.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*If an employee is overtime eligible, no more than 40 hours per week may be scheduled.

\*\*Do not leave any days blank. Indicate days off by putting a "X" in the schedule box and "0" in the hours box.

\*\*\*\*\*

This section is to be completed by employee's supervisor/manager.

☐ Approved

☐ Modified

☐ Denied

☐ Revoked

Modification made to request:

Reason for modification:

Reason for denial / revoking:

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date